



MINUTEMAN INFORMER



JANUARY – MARCH 2001

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HUMAN RESOURCE OFFICE

Director	COL Kenneth D. Hislop	562-0852
Admin Spt Asst	SPC Vanessa L. Platt	562-0851
Labor Relations Officer	WO1 Mickey McGuire	562-0857
State EEO Manager	MAJ Evelyn Torres	562-0856
EEO Specialist	MSgt Kathy McCready	562-0854
MSS Manager	LTC John Curl	562-0882
AGR Staffing Specialist	Sharon Oliver	562-0860
Senior Personnel NCO	MSG Daniel Balderose	562-0863
Personnel Technician	SRA Seron Verrett-Davis	562-0861
Health System Spec	MSgt Anthony DeLuccio	562-0858
Personnel Mgt Specialist	SSG Joyce Locklear	562-0878
Personnel Mgt Specialist	Lorraine Hannibal - Jamison	562-0877
Personnel Services Mgr	LTC Mark Tucci	562-0853
Employee Relations Spec	SMSgt Kathy Christian	562-0881
Classification Specialist	CPT Bruce Protesto	562-0873
Classification Assistant	SSgt Diane Hess	562-0870
Employee Develop Spec	2LT Devon Hanson	562-0874
Personnel Assistant	Judith D'Errico	562-0865
Personnel Assistant	Genie Giguere	562-0864
Staffing Specialist	WO1 Michele Thomas	562-0872
Staffing Assistant	Colleen Joseph	562-0871
Personnel Assistant	OCS Janet Francis	562-0867
Personnel Clerk	PFC Elizabeth Obuobisa	562-0866
Personnel Clerk	SGT Michael Cantwell III	562-0887

Standard Day Off CY2001

January 8	April 2	July 9	October 1
January 22	April 16	July 23	October 15
	April 30		October 29
February 5	May 14	August 6	November 13
February 20	May 29	August 20	November 26
March 5	June 11	September 4	December 10
March 19	June 25	September 17	December 24

2001 FEDERAL HOLIDAYS

DATE	HOLIDAY	DATE	HOLIDAY
01 JAN 01	NEW YEARS DAY	03 SEP 01	LABOR DAY
15 JAN 01	MARTIN LUTHUR KING'S BIRTHDAY	08 OCT 01	COLUMBUS DAY
19 FEB 01	PRESIDENTS DAY	12 NOV 01	VETERAN'S DAY
28 MAY 01	MEMORIAL DAY	22 NOV 01	THANKSGIVING DAY
04 JUL 01	INDEPENDENCE DAY	25 DEC 01	CHRISTMAS DAY

EQUAL EMPLOYMENT OPPORTUNITY EVENTS

By MAJ Evelyn Torres, 562-0856

Equal Opportunity special/ethnic observances are conducted to enhance cross-cultural awareness among all soldiers, civilian employees and their families. These observances recognize the achievements and contributions made by members of specific racial, ethnic, or gender groups in our society. The observances should also promote understanding, teamwork, harmony, pride and esprit among all groups, not just within the specific group being honored.

Events 2001:

Jan 15	Martin Luther King Jr. Observance
Feb	Black History Month Observance
Feb 10	1 st Annual Praise Fest –Fort Dix Chapel Sponsored by The Black Employment Program Manager
Mar	Women History Month Observance
Mar 17	St Patrick's Day
April	"Days of Remembrance" for victims of the Holocaust Observance
April 18-22	DACOWITS Spring Conference – Vienna, VA
May	Asian Pacific Heritage Month Observance
May 5	Cinco de Mayo
May 20-26	IMAGE Conference – Atlantic City
July 7 –13	NAACP Conference – New Orleans, LA
July	Federal Women Conference
Aug	Woman Equality Day
Sep 15 – Oct 15	National Hispanic Heritage Month Observance
Oct	National Disability Awareness Month
Nov	Native American Heritage Month Observance

Congratulations to the following EEO Counselors listed below for completing the 32 hours mandatory EEO Counselors Training on December 12-15, 2000, the training was conducted by Ms. Phyllis Brantley of the NGB-EO.

TSgt Jeanne Giza	- 177 th FW, Atlantic City
MSgt Michelle Pierce	- 177 th FW, Atlantic City
MSgt Robert Carter	- 108 th ARW, McGuire
MSG Alvin Harvey	- CSMS A, Bordentown
SGT Dawn Crouse	- OMS 4, Cape May
LTC William Campbell	- 250 th Signal Bn CDR

EQUAL EMPLOYMENT OPPORTUNITY (con't)



Defense Advisory Committee on Women in the Services

Statement of Appreciation to the National Guard Briefing

DACOWITS commends the National Guard Bureau for its efforts to establish and achieve its goals through its Diversity Initiatives.

DACOWITS expresses appreciation to the Chief of the National Guard Bureau for providing the committee with detailed information on the subjects of retention, attrition, promotion and military education by gender, rank, and race/ethnicity since 1995. The briefing and the data provided the committee with base line understanding of some of the factors that may be affecting career development of men and women in the Army and the Air National Guard. DACOWITS looks forward to receiving additional insight from the Bureau on the most effective diversity initiatives that support the promotion and career opportunities of minority and female Guard members.

This organization is authorized under the provisions of Public Law 92-463, the Federal Advisory Committee Act. By law, DoD requests a renewal of the DACOWITS Charter every two years in February.

Members of DACOWITS are required periodically to visit nearby military installations, facilities, and organizations to include National Guard facilities. Their visit is to ensure they are kept fully informed on current military activities and policies and to talk with women and men in the field and fleet to solicit their issues, concerns, suggestions, and sentiments.

NOTE: Visit the Web site <http://www.dtic.mil/dacowits/> for more information about DACOWITS.

**4000 Defense Pentagon, Room 3D769
Washington, DC 20301-4000
For more information, call (703) 697-2122 or DSN 227-2122**

EQUAL EMPLOYMENT OPPORTUNITY (cont.)



Fact Sheet

Defense Advisory Committee on Women in the Services
(DACOWITS)

Mission: The Defense Advisory Committee on Women in the Services (DACOWITS) was established in 1951 by then Secretary of Defense, George C. Marshall. The Committee is composed of civilian women and men who are appointed by the Secretary of Defense to provide recommendations relevant to the optimum utilization of women in America's armed forces and on quality of life issues impacting the mission readiness of our military women. Military representation is provided by individuals appointed by the Services to aid and advise the Committee. Military representatives are not considered committee members. Historically, DACOWITS' recommendations have been very instrumental in effecting changes to laws and policies pertaining to military women.

Members are selected on the basis of their strong records in civic leadership and their outstanding reputations in business, education, the professions, or public service. They serve as individuals, not as official representatives of any group or organization with which they may be affiliated. The Committee is divided into three subcommittees, which reflect the areas of concentration: Equality Management, Forces Development and Utilization, and Quality of Life. The Executive Committee consists of the DACOWITS Chair, Vice Chair, Installation Coordinator, and Sub-Committee Chairs and Vice Chairs.

All members are required to periodically visit nearby military installations/facilities/organizations to ensure they are kept fully informed on current military activities and policies and to talk with women and men in the field and fleet to solicit their issues, concerns, suggestions, and sentiments. Members are also required to participate in semiannual conferences held in April and October. During these conferences, members receive oral and written responses to DACOWITS requests for information from the Services and DoD components, discuss current issues and concerns, formulate new requests for information, and generate policy recommendations for the Secretary of Defense. In addition, members of the Executive Committee annually conduct a two-week overseas trip to speak with women and men assigned to installations outside the Continental United States. The Executive Committee usually meets each quarter to prepare for upcoming conferences. Members are not compensated for their DACOWITS activities; however, they are reimbursed for travel expenses for the conferences, executive committee meetings, and the overseas trip.

Nomination and Membership: The DACOWITS membership is composed of 30-40 civilian members exclusive of military representation. Members are appointed for a three-year term, with approximately one-third of the membership rotating each year. The Secretary of Defense annually tasks the Service Secretaries of the Military Departments and the Commandant, U.S. Coast Guard, to nominate outstanding civilians for appointment. Nominations are forwarded to the DACOWITS office where they are reviewed toward promoting an equitable representation of geographic locations and various professional backgrounds within the membership. Nominations may also be provided by third year DACOWITS members, members of Congress, the White House, and executive level DoD officials. The ultimate member selection rests with the Secretary of Defense. For security purposes, a National Agency Check is performed on all nominees.

Authority: The DACOWITS is authorized under the provisions of Public Law 92-463, the Federal Advisory Committee Act. By law, DoD requests a renewal of the DACOWITS Charter every two years in February.

EMPLOYEE RELATIONS

By SMSGT Kathy Christian, 562-0881

Useful web sites for information relative to employee benefits: www.opm.gov, www.tsp.gov, and www.fedweek.com. The employee relation's section is always available to assist with any questions relative to your federal benefits.

Thrift Saving Plan

TSP - TSP will be updating their current system effective May 01 to allow participation into the two new funds, the S & I fund. Additionally, fund transfers and fund allocations will be made by the individual directly to the TSP service office utilizing the thriftline at **1 504 255 - 8777** or **www.tsp.gov**. For example, if an individual has 50% in C fund and 50% in G fund and he wants to change his future allocations to 100% C fund, it must be initiated by the individual to the TSP service office. Fund transfers and allocation changes can be made at anytime once the current system is updated in May 01. **Previously allocation changes were made only during open season.** It is recommended that everyone obtain a TSP pin number. The pin number is needed when using the thriftline or tsp.gov. You may apply for a new pin by calling the thriftline or on the web. After May 01, the HRO will only have the ability to update initial enrollments or cancel enrollments. All other changes will be made by the individual. Therefore, **APPLY FOR THOSE PIN NUMBERS!**

Workers Can Save More As Thrift-Plan Cap Lifts – Federal employees will be able to save more money for retirement under a five-year plan approved by Congress. Beginning with the next open season in May 01 employees may elect to contribute an additional 1% of their salary. FERS employees will be able to contribute up to 11 percent of their income, while CSRS employees will be able to contribute up to 6 percent. From then on, the caps will increase one percentage point during open season through 2005. In 2006, the caps will be eliminated. When the law takes full effect in 2006, employees will be able to contribute into the federal retirement plan the maximum allowed under IRS rules. The IRS cap currently is \$10,500 annually.

LONG TERM CARE INSURANCE HAS BEEN SIGNED INTO LAW

Effective 19 Sep 00, the President signed the bill into Public Law 106-265. This program will be available no later than October 2002. During the interim time, the Office of Personnel Management will work the initiatives to develop educational and enrollment materials, and prepare for the Open Season.

Long-term care insurance will pay benefits to cover services that enrollees need because they are unable to care for themselves due to a chronic mental or physical condition. This insurance will cover a variety of services, including nursing home care, home health care, assisted living facilities, and adult day care.

As additional guidance is provided, we will pass on the information.

EMPLOYEE RELATIONS (con't)

Is Your Child Turning Age 22?

If so, his/her coverage under your Federal Employees Health Benefits (FEHB) plan may be terminating. Based upon the FEHB Handbook for Enrollees and Employing Offices, your child immediately loses eligibility for coverage under your self and family enrollment. When your child reaches age 22 (unless he/she is incapable of self-support), marries, or your stepchild or foster child stops living with you in a regular parent-child relationship. The good news is that your child may be eligible for Temporary Continuation of Coverage (TCC). TCC is a feature of the FEHB program, which allows eligible family members who lose their FEHB Coverage because of a qualifying event to continue coverage. For children, the qualifying events are marriage, reaching age 22, loss of status as a stepchild, foster child, or recognized natural child, and in the case of children whose coverage has continued beyond age 22 because of their disability, recovering from the disability or becoming self-supporting. Your child is eligible to continue coverage under TCC for up to 36 months. However, the cost for this coverage is not the same. Your child will be responsible for paying the entire amount of the health benefit premium (employer and employee share) plus a two (2) percent administrative charge to the National Finance Center. If your child is losing coverage and you are interested in TCC, you should contact the Employee Relations Section (609) 562-0881 at least 60 days prior to your child losing coverage.

EMPLOYEE DEVELOPMENT

By 2LT Devon Hanson, 562-0874

Training

"Happy New Year everyone, just a few reminders when it comes to training request: Please submit a copy of the course information along with your DD FORM 1556, submit part 9 (evaluation portion) of the DD FORM 1556. After you have completed the course, please submit a copy of your course completion certificate so your records can be updated. If there is any training that you or your section needs and are not sure of how to obtain the training please give me a call or stop by HRO and see 2LT Hanson. COMM- 609-562-0874."



Health Services Coordinator

By MSgt Tony Deluccio, 562-0858

TRICARE Dental Program

The TRICARE Dental Program is a voluntary, affordable comprehensive dental program offered worldwide by the Department of Defense to family members of all active duty Uniformed Service personnel and to Selected Reserve and Individual Ready Reserve (IRR) members and/or their family members. United Concordia is the administrator of this program. Services are provided in both the CONUS (Continental United States) and OCONUS (outside the Continental United States) areas. The CONUS service area includes the 50 United States, the District of Columbia, Puerto Rico, Guam and the U.S. Virgin Islands. The OCONUS Service area includes all other countries, island masses, and territorial waters not in the CONUS service area. The OCONUS service area is further categorized into [non-remote](#) and [remote](#) locations. To learn more about the TRICARE Dental Program, you can look them up at www.ucci.com

Workers' Compensation

By Genie Giguere, 562-0864

Is an employee required to return to work if his/her physician indicates through a CA-17 or a Doctor's Note that the employee is able to do Light Duty?

Yes. If the Ca-17 or an equivalent medical statement from the employee's physician shows that the employee is capable of returning to duty, and able to work at least four hours a day, the employee must do so in order for the pay to continue. If the physician's report indicates light duty, the employee is required to accept any reasonable offer of light or limited duty.



The agency then gives a description of duties and physical demands of a light duty job to your physician, he/she must indicate if the job is suitable for your condition. If the offer is not suitable to the condition, a job description is sent to the physician and he/she specify what the work limitations are and the agency will then accommodate these work limitations.

After the physician agrees to the job offer it is then sent to the employee, the employee is required to accept the offer. If the employee refuses to accept the work offered or fails to respond to the job offered within five work days, the employing agency will terminate COP or in the case of Compensation, notify the Department of Labor to stop payments.

Appraisals & Awards

By Judy D'Errico, 562-086



Performance Standards

Some performance standards have Additional Duties, Other Duties as Assigned or Miscellaneous. That's okay, but you must remember to take it a step further. Write what the duties are and how they are to be accomplished. Don't be vague. The same rule applies; write to meets and exceeds. Otherwise, how will you appraise the technician.

One The Spot Awards

Awards will be returned without action when they do not meet the criteria in TPR 451 Chapter 7, particularly paragraph 7-4.

It appears that these awards are being used in lieu of Performance Appraisals.

ARMY IDEAS FOR EXCELLANCE PROGAM (AIEP)

Program Guidance:

AR 5-17, Army Ideas for Excellence Program, dated 10 Oct 1999

DA Form 1045, Army Ideas for Excellence Program (AIEP) Proposal

DA Form 2440, Suggestion Evaluation

These forms are found in Jet Form A.

Management Systems and Support

Personnel Classification Specialist

By CPT Bruce Protesto, 562-0873

“THE ROAD LESS TAKEN”

There are many ways, we’ve all been told, to get from Point A to Point B. The most direct route, sometimes, is not necessarily the best. The following is a description of just one of the tools available to the HRO to assist managers and supervision in obtaining quality help to fill their positions. It is an excellent, although seldom used tool which generally yields outstanding results when used appropriately.

Here at HRO, we see situations where supervisors cannot find people to fill needed positions at their unit. Many of them know of talented, energetic, and eager individuals who would clearly do a fine job, but simply lack the experience to get hired. Well there is a way to bridge that experience gap. It’s known as a **STATEMENT OF DIFFERENCES**. The purpose of this action is to enable filling positions at trainee and developmental levels. A statement of differences may be prepared for a position description to temporarily lower a grade of a position to aid recruiting and/or fill at a trainee level (particularly helpful in such areas as upward mobility).

The preparation of any statement of difference requires careful review of the applicable classification or job grading standards. The statement of differences is part of a position description, and must be correctly classified in accordance with OPM classification standards, and an appropriate title assigned.

Statements of differences are prepared by the state classifier, using both an OF 8 and a supplemental sheet that describes the differences in duties and responsibilities from the basic position description. Block 2 of the OF 8 will be checked “Other” and marked “Statement of Differences”. The state classifier will certify by signing in block 20a and 20b of the OF 8. With the exception of entry-level positions in the upward mobility program, military appointment and compatibility requirements cannot be altered from those of the basic description.

In restructuring positions at lower grade levels, three different approaches can be taken depending on the reason for restructuring, the basic nature of the work performed, and the restructured grade desired. To restructure any lower grade level, you can:

1. Decrease the difficulty/complexity of the duties and responsibilities,
- 2 Increase the supervisory controls exercised, or
3. Both.

To determine the best approach, a review of the pertinent classification and qualification standards is recommended. Supervisors of positions that have been restructured at lower grade levels should also review pertinent classification and qualification standards to ensure that work assignments to incumbents of such positions are commensurate with their grades.

Questions regarding the use of STATEMENTS OF DIFFERENCE can be addressed to CPT Protesto at 609-562-0873 or DSN 944-0873.

Personnel Staffing Specialist

By WO1 Michele Thomas, 562-0872

“COULD YOU EXPLAIN YOURSELF, PLEASE?”

The HRO continues to see applicants who take themselves out of consideration for a job announcement because they have not taken the appropriate amount of time to prepare their application and/or resume. Take time to read on.

When applying for positions, the first thing that should be done is to read the Vacancy Announcement. The announcement is filled with valuable information. In addition to the title of the position, the grade and pay, the announcement informs you of the general and specialized experience that is required. Parts of the specialized skills are known as the KNOWLEDGE, SKILLS, and ABILITIES (K-S-A's). These are critical pieces of experience, generally taken directly from the Position Description, or requested by the Selecting Official concerned.

The only one who knows if you possess these K-S-A's is you the applicant! On a sheet of paper, list all the K-S-A's down one side and down the other side list your experiences that correspond to each K-S-A. Think about all your experience, not just military, but temporary time, previous civilian employment, etc. Think of every position you have held, and how that might relate. As you progress through your military career, you are given increased responsibilities. These responsibilities are experience that can be used and described on your application. You may be a Crew Chief, which is responsibility to people and aircraft, or a Platoon Sgt, which is responsibility to people and equipment. This is the type of supervision, training, and etc., that spells “experience”. Don't generalize anything, describe your duties. Consider also any extra duties you may be assigned; there could be experience that corresponds to K-S-A's. Be very specific about your education. If you have a degree, so state and include a copy of your transcript. Some experiences can be substituted for education. Your AFSC/MOS, or any AFSC/MOS that you have held can spell “experience”. Explain these career fields and the training you have received including the length of training, and what was taught in the training courses. You may have a special license(s) for your present position, which required training and possibly internship. Explain this training and what you were taught!

Once you have compared your experience to the K-S-As and decide that you want to apply, put your application together. As you describe your duties, include all pertinent information: position title, name and address of employer (s), beginning dates (DD/MM/YY) and ending dates (DD/MM/YY) and completely describe your duties that correspond with the K-S-As. Complete dates are important! It can mean the difference in meeting the number of months/years of experience. Remember to attach any certificates, transcripts, etc., which back up your statements.

When your application is complete, do the following:

1. Re-read your application and compare to the VA.
2. Have someone who has an idea of what you do (wife, girlfriend, parent) read your application and compare to VA. Ask them to make sure you have addressed the K-S-As.
3. Come to HRO and ask someone in the Staffing Section to critique your application (provided that the VA has not yet closed).
4. Keep a copy of the applications for you records. Send the application and all other pertinent information to the HRO by the closing date on the VA.

Personnel Staffing Specialist (con't)

Remember that one application does not meet the requirements for all vacancy announcements. By keeping a copy of your application, if the same position opens you have the application ready. If a different position opens you have a head start on preparing a new application.

ONLY YOU KNOW WHAT YOU DO, WHAT YOU HAVE DONE, AND WHAT YOU HAVE LEARNED. YOU ARE JUDGED BY THE QUALITY OF THE EXPERIENCE THAT YOU POSSESS. IT IS THE APPLICANTS RESPONSIBILITY TO PROVIDE DETAILED APPLICATION INFORMATION.

If you have any questions or require further assistance, call WO1 Michele Thomas at 609-562-0872 or Colleen Joseph at 609-562-0871 for Military Technician issues, or Sharon Oliver at 609-562-0860 for AGR.

REMINDERS TO ALL SELECTING OFFICIALS



After making a selection from a Referral and Selection Certificate, remember to prepare a new SF-52 for the appointment. This should be filled out IAW TPR 296.33 and accompanied the Referral and Selection Certificate. If not sure of the exact action (i.e. promotion, change to lower grade or reassignment) just list Appointment in Block 1. Upon review of the packet, HRO will change Block 1 if necessary. If an SF52 is not included with the Referral and Selection Certificate, the action will be put on hold until a new SF-52 is received.

If no selection is made on a Referral and Selection Certificate, remember that a non-discriminatory statement must be given. The Referral and Selection Certificate cannot be processed without this information.

POC for any questions concerning Military Technician selections are WO Michele Thomas at 609-562-0872 or Colleen Joseph at 609-562-0872

Labor Relations

By WO1 Mickey McGuire, 562-0857

Annual Notification of Employee's Right to Union Representation {Weingarten Rights}

HRO-LRS

1 January 2001

MEMORANDUM FOR All NJDMAVA Technician Personnel

SUBJECT: Annual Notice of Bargaining Unit Employee's Right to Union Representation, When Requested, During Meetings with Agency Representatives

1. The Civil Service Reform Act gives Federal Technicians in units represented by an exclusive labor organization the right to have a union representative present at a meeting, which involves an examination by a representative of the agency in connection with an investigation. Section 7114(a) of the CSRA of 1978 states that:

"(2) An exclusive representative of an appropriate unit in an agency shall be given an opportunity to be represented at:

(B) Any examination of an employee in the unit by a representative of the agency in connection with an investigation if-

(i) The employee reasonably believes that the examination may result in disciplinary action against the employee; and

(ii) The employee requests representation."

2. As required by Title 5 USC, Chapter 71, Section 7114(a)(3), this memorandum constitutes notice of the right set forth in this provision.

MICKEY R. McGUIRE
WO1, NJARNG
Labor Relations Specialist